

**BY ORDER OF THE COMMANDER  
HQ 71ST FLYING TRAINING WING  
(AETC)**

**VANCE AIR FORCE BASE INSTRUCTION  
24-102**

**18 APRIL 2012**

**Transportation**

**AUTHORIZED USE OF VEHICLES**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 24-3, Management, Operation and Use of Transportation Vehicles, 7 July 2010, and Air Force Instruction (AFI) 24-301, Vehicle Operations, 1 November 2008. It prescribes authorized use of government owned, Government Service Agency (GSA) leased, and contractor owned vehicles at Vance AFB. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS), located at [https://www.my.af.mil/afrims/afrims/afrims/rds/rds\\_series.cfm](https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847 from the field through the appropriate functional chain of command. (AF Form 847 is prescribed in AFI 11-215, USAF Flight Manuals Program [FMP]. Refer to that publication for guidance on filling out the form.)

**SUMMARY OF CHANGES**

Transportation will continue to provide shuttle services for official TDY departures/arrivals to Oklahoma City, Wichita and Tulsa airports. However, Transportation will now schedule shuttle services to combine multiple customers who have departures/arrivals within a 4-hour window versus the previous 1.5-hour window. U-Drive (UDI) requests for terminal transportation will only be supported if dispatch does not have drivers available. NOTE: This policy change does not affect flight crew, distinguished visitors, commanders or deploying personnel. Exceptions to this policy can be requested through squadron commanders to the 71 LRS/CC. ALS graduations

transportation for the Command Chief of Vance, plus one other vehicle has been added. Additionally, due to budget constraints, members are encouraged to utilize contractor-operated shuttles or government transportation to and from the airport in conjunction with official Temporary Duty (TDY). They will not be reimbursed for transportation costs associated with taking personally-procured travel.

**1. General:** Official use of DoD vehicles is covered in-depth in AFI 24-301, *Vehicle Operations*, with Vance AFB-specific considerations detailed in subsequent paragraphs of this instruction. The Vance AFB appropriated fund (APF) vehicle fleet consists of a mixture of government-owned and government-funded/contractor provided vehicles, with the possibility of Government Service Agency (GSA) rental vehicles entering the fleet in the future. For the purpose of this instruction, no distinction will be made between these vehicles. All are provided through government funding and will be referred to collectively as “government vehicles” or “GVs”. This instruction is applicable to all APF GV in the Vance AFB fleet, without regard to the operator’s base of assignment, service affiliation or duty status.

## **2. Vance AFB Policies for GV Use:**

2.1. Vance AFB GV are typically assigned to an organization for official use only, based on continuous unit need, in accordance with Air Force procedures and/or the base support contract. All GV are intended for use only within the established Vance *Permissible Operating Distance* (POD), which includes any location within a 45-mile radius of the base, as well as to/from Sheppard AFB (for medical requirements scheduled by the Vance Medical Clinic), Tinker AFB, Tulsa Airport, Wichita Airport and Oklahoma City Airport. *Other locations within the vicinity of Oklahoma City are specifically excluded from the Vance POD area.* Personnel requiring the use of a vehicle to travel outside the POD area will submit a request in writing to the Transportation Manager.

2.1.1. GV may make brief stops for personal needs when traveling to/from official off-base functions (fast food/convenience store, etc.), along the immediate route to/from the base, not to include stops at personal residences or establishments within the close proximity of the base.

2.1.2. “Close proximity” of Vance AFB, for the purpose of further restrictions on authorized GV use, is defined as the area bounded by Rupe Avenue (north), Mitchell Boulevard (east), Longhorn Trail (south), and Garland Road (west).

2.2. A limited number of “U-drive” GV are available for temporary, official use by the base populace and authorized TDY personnel. These GV are typically restricted to periods not to exceed five days. U-drive requirements exceeding five days in length (or for travel outside the Vance POD) must be approved, in advance and in writing, by the Transportation Manager.

2.2.1. Due to liability issues above/beyond the scope of the Vance base support contract, contractor-owned GV will not be issued to members for the purpose of transporting personnel in permissive TDY status. Members in this duty status may use publicized, regularly scheduled transportation services on a space available basis.

2.2.2. There are a limited number of Air Force-owned GV suitable for authorized permissive TDY use. The wing commander (71 FTW/CC) is the approval authority for this type of transportation service.

2.3. Specific Air Force and contractor emergency response agencies are authorized use of assigned GVs for travel between their duty location and official activities/on-base facilities. Applicable emergency response personnel will be designated in writing by the 71 FTW/CC. Emergency response personnel may not drive vehicles to/from private quarters for domicile-to-duty purposes or to conduct personal business.

2.3.1. The 71st Operations Group Commander is further authorized to drive his/her assigned GSA staff car to on-base quarters during flying hours to facilitate his/her immediate availability for duties in connection with on-going flight operations. Staff cars will not be parked overnight at quarters.

### **3. Authorized Domicile-to-Duty Transportation:**

3.1. Due to his/her 24-hour responsibility for overall base operations and installation security, the 71 FTW/CC is assigned a GSA under a *Command and Control Vehicle (CACV)* authorization, which may be used in accordance with the following additional guidelines:

3.1.1. Traveling between his/her on-base quarters and duty location. The vehicle may be kept at his/her quarters overnight.

3.1.2. Incidental travel to physical conditioning facilities, eating establishments, post office, cleaners, banks, etc., is authorized when the 71 FTW/CC determines immediate access to the CACV is necessary or prudent for the safe/effective conduct of the wing mission.

3.1.3. In case of the 71 FTW/CC's leave or extended absence from the duty station, CACV authority passes to the individual assuming command responsibilities during the 71 FTW/CC's absence.

3.2. In accordance with the Vance Base Support Contract, the contractor's Program Manager is allotted a (contractor-owned) GV to conduct official duties and may drive his/her assigned GV to off-base destinations to include travel to/from his/her off-base quarters to facilitate timely 24-hour emergency response. However, associated costs for this off-base travel (fuel, etc.) are the contractor's responsibility.

**4. Domicile or Place of Employment to Commercial Terminals:** Vance AFB is served by three regional airports, Will Rogers World Airport, Oklahoma City OK; Tulsa International Airport, Tulsa OK; and Mid Continent Airport, Wichita KS. The extended distance and lack of reliable commercial transportation between the base and these airports makes the use of GV transportation necessary to support personnel traveling on official business to and from the base. The following policy governs the use of vehicles for airport transportation.

4.1. Personnel will call the Vehicle Operations Dispatcher to request airport transportation. Requests should be made at least two days in advance to accommodate scheduling. For transportation required after duty hours and on weekends, the transportation stand-by person may be reached via the Vance Command Post. Due to the distance of airport terminals, individuals requesting the airport taxi will be consolidated with another requestor(s) if aircraft departures/arrivals are within 4 hours of each other. Members will be notified by the dispatcher if they will need to depart earlier from the base. Also, upon return, members may have delays returning to base if another member is arriving within 4 hours of their scheduled arrival time. U-Drive requests for terminal transportation will only be supported if dispatch

has no driver available. However, the 4-hour window will not apply to flight crew, distinguished visitors (DVs), squadron commanders, and deployed members. A U-Drive It will be allowed for sponsors to pick up new members assigned to Vance AFB. U-Drive It and terminal transportation will not be used for members PCSing out of Vance AFB. The dispatcher has the authority to make the call on who falls into which category and the times that members will be picked up or dropped off. Exceptions to this policy can be requested through squadron commanders to the 71 LRS/CC.

4.2. Wing Protocol will determine who falls within DV status and arrange transportation with Vehicle Operations.

4.3. Pick-up and drop-off at off-base locations is not authorized, except to pick-up/drop-off TDY personnel billeted at an off-base establishment. However, if the member resides on base, transportation will pick the member up and drop the member off from on-base residencies.

4.4. Family and squadron members may ride to the terminal with a deployer or to meet a returning deployer on a space-available basis. The vehicle must be no larger than that required for the performance of official business. Example: one returning deployer warrants a small van due to baggage requirements, not a bus because of numerous space-available travelers. If a member is carrying a weapon for a deployment, it is his/her responsibility to get the weapon to their deployed location and back to Vance AFB. Drivers will not take control of a member's weapon. You cannot transport a weapon in a POV; it must be transported in a GV.

4.5. Transportation to/from the airport: Military members and government civilians will utilize contractor-operated shuttles or government transportation to/from the airport in conjunction with official TDYs. Personnel may choose to take personally-procured transportation, but will be responsible for any associated costs (i.e., mileage, parking fees, etc).

**5. ALS Graduations:** The Command Chief of Vance will be issued his/her own vehicle for ALS graduations. One other vehicle will be provided for all others. If that vehicle is too small, a driver or a crew bus will be provided for transportation to and from Altus AFB.

MICHAEL B. McDANIEL, Colonel, USAF  
Commander, 71st Mission Support Group

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

***Adopted Forms:***

AF Form 847, *Recommendation for Change of Publication*

***References:***

AFI 24-301, *Vehicle Operations*, 1 November 2008

DoD 4500.36-R, *Management, Acquisition, and Use of Motor Vehicles*, March 1994

Title 40 USC, Section 491, *Motor Vehicle Pools and Transportation Systems*

Title 31 USC, Section 1344, *Passenger Motor Vehicle and Aircraft Use*

Joint Federal Travel Regulation/Joint Travel Regulation (JFTR/JTR), Current Edition

HQ USAF/CV Memo, *Government Transportation Between Domicile and Commercial Terminals*, 31 May 2006

HQ USAF/A4R Memo, *Clarification on Transportation Services*

HQ AETC/CV Memo, *Government Transportation To and From Commercial Terminals*, 31 January 2007

SAF/GCA Memo, *Transportation To Terminals Using Government-Owned Vehicles*, 26 June 2006

71 LRS/CC Memo, *Permissible Operation Distance (POD)*, 15 August 2005

***Abbreviations and Acronyms:***

**71 FTW/CC**—Wing Commander

**AF**—Air Force

**AFB**—Air Force Base

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFI**—Air Force Instruction

**APF**—Appropriated Fund

**CACV**—Command and Control Vehicle

**DoD**—Department of Defense

**DV**—Distinguished Visitor

**FMP**—Flight Manuals Program

**FTW**—Flight Training Wing

**GSA**—Government Service Agency

**GV**—Government Vehicle

**JFTR/JTR**—Joint Federal Travel Regulation/Joint Travel Regulation

**KS**—Kansas

**OK**—Oklahoma

**OPR**—Office of Primary Responsibility

**POD**—Permissible Operating Distance

**QMIS**—Quality Maintenance Systems

**RDS**—Records Disposition Schedule

**TW/LGT**—Transportation Manager

**TDY**—Temporary Duty

**UDI**—U-Drive It